THE GOVERNING OF WHITEHALL COMMUNITY SERVICES, INC.

RULES, REGULATIONS AND POLICIES
UPDATED 4/12/2022

When you purchase or lease a home in Whitehall, you become part of a community that is governed in accordance with four official documents:

1. The Declaration of Covenants, Conditions and Restrictions for Whitehall Townhouses.
2. The Articles of Incorporation of Whitehall Community Services, Inc.
3. The Bylaws of Whitehall Community Services, Inc.
4. The Rules, Regulations and Policies of Whitehall.

Homeowners who did not receive a copy of these documents upon closing the purchase of their townhouse may secure copies from the management firm for the cost of photocopying.

THE WHITEHALL HOMEOWNERS ASSOCIATION

The document subjecting the Whitehall property to covenants and restrictions is recorded in the Wake County Register of Deeds at Deed Book 2397, page 31. This document reads "Declarant hereby declares that all of the land described above shall be held, sold and conveyed subject to the following easements, restrictions, covenants and conditions, which are for the purpose of protecting the value and desirability of, and which shall run with the real property and be binding on all parties having any right, title or interest in the described properties or any part thereof, their heirs, successors and assigns, and shall inure to the benefit of each owner thereof." Please read the covenants to further understand the definitions and each article.

Each owner of a townhouse in Whitehall automatically has a single vote in the Whitehall Community Services, Inc. (hereafter referred to as WCSI). The annual homeowner's meeting is held in September at an announced time and place. A summary of the expenses incurred in the previous year and the budget for the upcoming year are presented, along with other information that may be of interest to the homeowner. In addition, an election is held to fill the expired positions on the Board of Directors. Occasionally, additional meetings are called to discuss matters of special importance that need attention before the next annual meeting.

THE BOARD OF DIRECTORS

The Board of Directors (hereafter referred to as the Board) is the governing body of WCSI and makes decisions concerning the raising and the spending of money, the contracts for work done for WCSI, and the establishing and enforcement of the rules of the community. Article IX, Section One of the Covenants reads "The Board of Directors of the Association shall have the power to formulate, publish and enforce reasonable rules and regulations concerning the use and enjoyment of the yard space of each Lot and the Common Areas". The Board at present is composed of up to nine elected members. All members are homeowners and volunteer their time. Terms on the Board are for three years and are staggered so that two or three expire each year to continue continuity.

The Board meets on the third Monday of each month. Homeowners are encouraged to attend Board meetings, but voting is limited to its elected members.

It is the responsibility of every homeowner and the Board to enforce the Bylaws, Covenants and Policies to maintain the integrity of the community.

Article XIII of the Covenants reads "The Association, or any Owner, shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions of this Declaration. Failure by the Association or by any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter". The Board at any duly held meeting may make changes to the rules as they deem necessary or desirable for the comfort and convenience of the homeowner. Homeowner rights are limited in a townhome neighborhood relative to a single-family dwelling on its individual lot. Townhome living has its restrictions, yet it has benefits and advantages.

OFFICERS OF WCSI

The officers of WCSI include a president, vice-president, treasurer, and secretary who are elected annually by the Board. The officers must be members of the Board.

COMMITTEES

The Board can establish several committees to assist in its work. There can be standing committees responsible for Architectural Control and Grounds, Budget and Finance, Recreation, and Newcomers.

MANAGEMENT

In view of the large number of tasks that arise in the day-to-day operation of WCSI, it has been necessary to employ the services of a professional management firm. Management services include:

Property Management Service:

- Walking and monitoring property on a regular basis.
- Forwarding service requests from homeowners to appropriate department/person.
- Coding and monitoring invoices and working within budget on approved expenses.
- Attending all homeowners' board meetings, notifying homeowners and board members of meetings and ensuring facilities for the meetings are available.
- Sending all board and association members related correspondence.
- Preparing and sending mailings (communications to homeowners as directed by the Board).
- Providing secretarial assistance to the Board
- Keeping and maintaining files for the association.
- Referring the board to legal counsel to protect the community and ensure equitable action.

- Providing the Board with a base of "best practice" from other homeowner associations.
- Reviewing monthly financial statements.
- Preparing and submitting a yearly budget for approval.
- Contracting for services as needed, including but not limited to landscape maintenance, janitorial and security services.
- Submitting new projects out for bid as requested by the Board of Directors. Coordinating projects for completion in a reasonable time period.
- Overseeing the operation of the swimming pool.
- Assisting and working with homeowners in all phases of association management.

Accounting Service:

- Collecting and depositing of all association dues and any other income.
- Sending out late notices and collecting late fees, when necessary.
- Reconciling monthly bank statements.
- Running and distributing monthly financial statements.
- Collecting fines that are assessed by the Board.

Maintenance Service:

- Providing an after-hours and emergency service which handles all regular and emergency requests.
- Providing access to a Service Department, which is fully staffed with electricians, carpenters, plumbers, grounds and regular service personnel.
- Coordinating all service requests and work orders.
- Service requests are billed out on a time and parts basis.

WHO TO CONTACT IN THE EVENT OF A PROBLEM

If a problem arises which may fall within the general responsibilities of the Association, it is suggested that you first call or write the management firm. All work orders must be submitted on the proper form to be considered for action. If you are not satisfied with the response you receive, your next recourse is to contact a Board member or attend a monthly Board meeting. Address questions or problems to the chairperson of the respective committee. The management firm for Whitehall is:

Towne Properties

Community Administrator	Ihja Waters, IhjaWaters@TowneProperties.com 984-220-8702
Association Manager	Richard (Rick) Hardin, rickhardin@towneproperties.com, 984-220-8664
Mailing address	P.O. Box 99149, Raleigh NC 27624
Phone	919-878-8787
Fax	919-376-8800

General Upkeep and Appearance

Clotheslines

Clotheslines are not permitted within the Whitehall Community. Folding clothes drying racks are prohibited. Towels, clothing, pool items, mops or the like are not to be hung on stair or deck railings.

Crawl Space Storage

Homeowners are responsible for maintaining a crawl space free of debris and storage items that invite termites and inhibit proper inspections.

Decks and Fences

All owners are responsible for maintaining their decks and fences in a safe and neat condition. There will be an annual inspection at the board's direction by a licensed home inspector or general contractor. Any deficiencies must be rectified within six (6) months or they will be rectified by the Board at the homeowner's expense.

General Upkeep

All owners are responsible for maintaining their decks, patios, and yards in a neat, safe, and orderly fashion. They must be kept free of debris, trash, and all items no longer in use. Periodic inspections will be conducted by the board and/or property manager. Homeowners will be notified by the Board of violations of the Rules and Regulations and given a reasonable timeline for rectifying the situation. Non-compliance by the homeowner will result in a fine or correction of the situation by the Board at the homeowner's expense.

Holiday Decor

The "Holiday Season" is defined as the period beginning on the Thursday before Thanksgiving until January 15th in the following year. No décor may be placed prior to the start date, and all décor must be completely removed by the end date. The following governs the use of holiday décor during the Holiday Season.

During the Holiday Season, residents may place the following decorations on their property:

- Lights (strings, "fairy lights", netting)
- Inflatable and rigid plastic holiday-themed yard displays
- Light projections

- Door wreaths and other outdoor ornaments
- Natural and artificial garland

Residents may place decorations on Whitehall common areas (mail kiosks, community rooms, pool area, garden, etc) with the express written permission of the Whitehall HOA board. Residents may place decorations on other residents' property with the express written permission of the other resident.

Ambient holiday music may be played between 4pm and 9pm daily. Music may be played at a volume that cannot be heard within any other resident's home. Music installations (via stereo, wired/wireless speaker or yard display) must reside entirely within the installing resident's property, or in an HOA common area:

- For home-based installations, the resident must obtain express written permission from each of their immediately-adjacent neighbors (or the neighbors whose homes would reasonably be expected to be within earshot of the music) before setting up.
- For common-area-based installations, a resident must obtain express written permission from the Whitehall HOA board and all residents in the cluster.

Outside décor and music installations may be affixed to the resident's home using plastic clips or tape. Do not use nails, staples or screws. Décor may be affixed to gutters and downspouts but may not be placed directly on rooftops.

Electrical cords that cross public or private walkways must be taped down to prevent trip hazards.

Residents absolve Whitehall HOA and Towne Properties of all legal and civil liability for injury and complaints caused by their holiday décor.

Ivy and Vines

Ivy and other vines on the exterior surfaces of the townhomes and fences and decks are difficult to control and increase the cost of maintenance. Therefore, no vines are permitted on any structure. The homeowner is responsible for the removal of vines as they grow on your home.

The Association will repair damage resulting from vines growing on homes at the owner's expense if necessary.

Landscaping

One of the principal responsibilities of the association is to maintain and improve the appearance of the grounds. In a townhome community, each homeowner has fee simple title to a small plot of land under his home. All homeowners, with each having an indivisible 1/170 interest in the

"common area" hold title to the remainder of the land. Hence, it is in the best interest of all owners that the grounds be maintained with a high degree of quality and integrity throughout the community. The Architectural Control and Grounds (AC&G) Committee can assist the Board in fulfilling these responsibilities. Additionally, the Board, in conjunction with the AC&G Committee, consults with a landscaper in drawing up long-range landscaping priorities and getting advice on annual grounds maintenance.

The covenants read in Article VI "No building, fence, wall or other structure shall be commenced, erected, or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, color, height, materials, and location of same shall have been submitted to and approved in writing as to harmony of exterior design…." And Article VIII of the Covenants reads "The Owner shall not plant any vegetation in their yard except with the prior written approval of the Association".

Homeowners desiring to plant shrubs or trees or alter the landscape in any fashion first must seek and receive the prior written approval of the Board.

Requests for approval should be in writing on the proper form to the property manager and should include the following information:

- Species of proposed planting
- Proposed location of planting

Failure to follow this procedure may result in removal of plantings at the homeowner's expense. It is the homeowner's responsibility to call NO CUTS before digging to prevent damage to underground utilities.

Lawn Care

Lawn care such as mowing, trimming and fertilizing is the responsibility of the Association. This work is contracted annually to a lawn care company based on a competitive bid The landscape contractor does not mow fenced-in areas and contractor employees are not responsible for moving personal belongings in order to cut the grass. Yard tools and accessories are to be kept in storage when not in use.

Playground/Camping Equipment

Equipment including, but not limited to, sandboxes, swing sets, seesaws, trampolines, playhouses, basketball goals, tents, etc., may not be placed in Whitehall except in enclosed, fenced-in areas where they are out of view.

Site Furnishings

To maintain property values, to preserve the continuity, integrity and harmony of our neighborhood and to assist in the landscaping process, the following are not allowed in common areas or lots in Whitehall:

Arbors	Artificial edges	
Trellises	Sculptures	Doghouses
Window boxes	Figurines	Squirrel feeders
	Beach umbrellas	

Benches, bird baths and squirrel-proof bird feeders are permitted subject to prior Whitehall board approval. Flowerpots in good taste are allowed on enclosed decks and patios, stoops and steps.

The homeowner may use yard accessories with discretion out of view of the common areas. Protect the integrity of the cluster by keeping personal items stored out of sight. Also, the private driveways of Whitehall must be kept clear of personal items.

Trash Can Storage

Trash cans are to be stored at the back of each unit or behind an approved man-made barrier. Trash cans placed in any other location will be moved to the back of the unit at the owner's expense.

Trees and Shrubbery

WCSI is responsible for trimming and replanting shrubs and trees on the property in the common areas. Homeowners are responsible for maintaining that the shrubs will be trimmed at least 18" away from the townhomes to protect against rot of the wooden siding and to protect against termite infestation. Replacement of dead or diseased plantings may be delayed due to budgetary reasons or to await the proper season for planting.

Under Deck Storage

Deck furniture, yard tools, wheelbarrows, potting soil, and/or usual and customary yard/deck/household maintenance materials may be stored under the deck as long as proper and *prior approved* screening or lattice has been installed. Nothing is to be stored under deck that is open to public view.

Window Air Conditioners

Window air conditioners are not permitted within the Whitehall community. Portable air conditioners, which consist of a main unit that stands on the floor, and an exhaust air vent that mounts in the lower part of a window, are allowed. This provision should be regarded as a temporary measure. Owners experiencing inadequate upstairs heating and cooling are urged to have a professional assessment of their problem.

Rules for portable air conditioners will be strictly enforced:

- Only one portable air conditioner unit per house
- The exhaust air vent must be properly installed, and be maintained in a neat and clean manner
- Placement is limited to second-floor level. No air exhaust vents in first floor and basement windows
- The exhaust air vent must be installed no earlier than April 1st
- The exhaust air vent must be removed from the window by October 1st
- Select a window that is least visible from the street and courtyard
- Units must have internal water collection; drainage lines to the outside are prohibited

Wood Storage

Area beneath houses and decks must be kept free of wood. Firewood must be stacked away from houses, decks and fences because of potential termite infestation. Firewood is not to be covered with tarps of any kind. Wood must be stacked neatly and out of view if possible.

Yard Tools and Accessories

Yard tools, wheelbarrows, potting soil, charcoal grills, etc. are to be stored in a proper storage place and out of public view when not in use.

Exterior Maintenance Policy

Exterior Maintenance Defined:

Article VIII of the Covenants read as amended November 23, 2004 ". . .the Association shall provide exterior maintenance upon each lot and Garage Lot which is subject to assessment hereunder, as follows: paint, repair, replace and care for roofs, gutters, downspouts, exterior building surfaces, exterior storage sheds …" WCSI responsibilities are confined to maintenance, repairs and replacement of the exterior siding resulting from normal aging, animal damage, and exposure. Maintenance, repairs and replacements resulting from accidents, fire, flood, water, wind, civil disturbances, vandalism, homeowner negligence, and other similar acts shall be the responsibility of the homeowner.

Article VIII of the Covenants reads "In the event that the need for maintenance or repair is caused through the willful or negligent act of the owner, his family or guests, or invitees, the cost of such maintenance or repairs shall be added to and become a part of the assessment to which such Lot is subject". The homeowner is ultimately responsible for his home. Pay careful attention to the maintenance and repair of your *own* home.

The Association will not cover willful or negligent act(s) by the homeowner causing damage to the townhouse. Repairs not the responsibility of the Association and not made by the homeowner within a reasonable length of time will be made by WCSI and an assessment for same will be levied. Reasonable notice must be given by the homeowner to management concerning maintenance issues that are a responsibility of the Association. Not giving notice in a timely manner is considered homeowner negligence.

Any and all maintenance which is the responsibility of WCSI will be provided under the direction of the Board of Directors after considering the specific circumstances and the most economical and appropriate method of repair. The Board of Directors will decide when a situation requires remedy. Repairs may be delayed for budgetary reasons.

WCSI will not be responsible for interior damage resulting from exterior failure. Structural damages including walls, floors, band boards, beams, roofs, etc. resulting from settling of the foundation or water or dampness is the responsibility of the homeowner. The Association will not make repairs inside the townhouse. Interior repairs are the responsibility of and shall be made at the expense of the homeowner. Interior repairs include any item behind the exterior siding. The homeowner, in no instance, will dictate the method of exterior repair.
Responsibilities of WCSI and the Homeowner.

WCSI is authorized to require each homeowner to maintain and repair all exterior improvements indicated as their responsibility in a manner and condition satisfactory and acceptable to WCSI. When selling a townhouse, the homeowner has the responsibility to describe in detail any homeowner additions or improvements to the new owner.

Exterior Painting:

It is the responsibility of WCSI to paint exterior surfaces approximately every 7-10 years or sooner if needed. Caulk, putty and pressure washing shall be applied as the need occurs. The management firm of WCSI shall give written notice to townhouse owners in advance of painting indicating the planned schedule.

One of several specially blended colors is used on each of the units in Whitehall. Trim throughout Whitehall is one color. The choice of colors is available in the Whitehall office. Homeowners may submit a request to the property manager to change paint color to another of the approved paint colors (See Addendum I for approved paint colors). The Committee will consider the request, taking into consideration the color of other homes in the cluster and the overall effect to the appearance of Whitehall. If the change in color requires an additional coat of paint, the homeowner will be billed for the additional coat.

Doors/Storm Doors:

All exterior doors to a unit must be painted the same color. Storm doors may have either wood or aluminum frames and must be painted to match the door.

Problems Relating to Exterior Maintenance:

All questions and problems concerning exterior maintenance should be in writing and directed to the management firm of WCSI. The homeowner should report, by telephone, urgent items that require immediate attention to the management firm's office. Management maintains a 24-hour emergency answering service.

HOA Townhouse Maintenance Responsibilities

- Roof repair and/or replacement
- Exterior wood siding and trim
- Exterior painting of each home
- Repair and/or replacement of window trim and sills
- Maintenance and repair of exterior of storage rooms and their doors.
- Maintenance and repair of garage exterior surfaces
- Plumbing responsibilities are as follows:
  - If a leak occurs in the water line between the meter and the unit, it is the homeowner's responsibility to repair the line with 10 (ten) days from the date of notification, and to restore the grounds to original condition.
  - If a leak occurs between the meter and the street or in the sewer line, it is the responsibility of the association.
- Extermination of wood-destroying insects, such as termites, and carpenter bees for common area buildings.
- Annual termite inspection of all homes.
- Maintenance and repair and scheduled cleaning of gutters
- Maintenance, repair and/or replacement of sidewalks
- Maintenance, repair and/or replacement of private brick, asphalt streets and parking lots
- Maintenance, repair and/or replacement of house numbers and signage
- Maintenance, repair and operation of Community Park
- Maintenance, repair and operation of swimming pool
- Maintenance of all grounds (45 acres) inclusive of:
  - Mowing grass, fertilization, aeration, reseeding, over seeding
  - Trimming shrubs
  - Shrub replacement as needed in common areas
  - Leaf removal in accordance with landscaping contract
  - Weeding beds and natural areas of common areas
  - Removal of dead trees
  - Electric utility cost of area lighting throughout the community
  - Electric utility cost of pool operation
  - Water utility cost for all common area water usage
  - Management services

All other matters of maintenance are the responsibility of the homeowner.

Requests for Maintenance or Repair

Work Orders:

In the event that a repair is required, the homeowner shall fill out the appropriate form and submit it to the property manager's attention for review and direction. Once this request has been reviewed by the board, a final decision will be made as to the validity of the request. Work order requests must be as descriptive as possible to alleviate any confusion. No emails or verbal requests will be considered.

If the Board feels that further clarification is required by the homeowner, then they will be contacted. Lack of information can create delays in the completion of work order requests; therefore, it is in the homeowner's best interest to ensure their request is as descriptive as possible. Additionally, the Board reserves the right to prioritize all work orders in order to protect the interest of the community. Homeowners should take this into consideration when submitting repair requests. Do not wait to submit a request until it becomes an emergency.

At no time are homeowners to interfere with the subcontractors while on site to complete work order requests. Any costs associated with construction delays due to the homeowner's interaction with the subcontractor will be billed directly to the homeowner. Should an occasion arise that the homeowner does not feel the work being performed is in their best interest, then they should immediately contact the property manager.

Exterior Change Request

Any change, modification, addition, deletion or improvement to the exterior of a townhome or to the grounds in Whitehall shall have prior, written Board approval. Modifications without the prior written Board approval shall be removed or corrected at the homeowner's expense.
Contact the management company for the required forms for architectural or grounds modification requests.

Article VI of the Covenants, Architectural Control, reads "No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, color, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors…" The Board works with the Architectural Control and Grounds Committee to ensure that all property owners maintain Whitehall's architectural integrity and harmony.

A homeowner must secure prior, written approval from the Architectural Review Committee and the Board of Directors before making *any* changes to the exterior of a townhouse. The exterior of the townhouse includes the outside surfaces of walls, windows, storm or screen doors, roofs, chimneys, stoops, railings, decks, steps, landscape plantings, sidewalks, etc. Changes refer to any deletion, alteration, addition that was not part of the original unit constructed by the builder, which involves the use of brick, wood, concrete, block, mortar, stone, glass, metals or other building materials.

Any changes, additions or renovations made that are not in compliance with the provisions of the Covenants or the rules of the AC&G Committee will be in violation and the homeowner will be liable for the adjustments or removal.
Any approved modification, addition, and/or change to the exterior of a home must be made public by recording the proper document at the Wake County Register of Deeds before construction and at the homeowner's expense. Maintenance and repairs to any and all modifications, additions or changes to the originally constructed home are the responsibility of the current or future homeowner.

Decks and fencing are under the Board's architectural control. Fencing is to be constructed using cedar boards or treated wood six inches wide and ¾ inch thick. Acceptable fence patterns include solid and shadow box. Obtain prior, written Board approval before constructing, repairing or replacing a fence or deck.

Contact the management firm for the necessary documents before making any changes, additions, deletions or repairs to your property in Whitehall.

General Policies

Parking

- Two parking spaces are assigned to each owner except garage owners who have one plus the space in the garage. Spaces have been assigned to homeowners so that everyone has one space close to their home. Parking maps are available through the management company.
- Homeowners are expected to respect their neighbors' parking assignments.
- If an owner finds someone repeatedly parked in their assigned space and cannot locate the owner of the vehicle or the vehicle owner is uncooperative, they may call Ace Towing, 821-2121. The owner will be required to provide identification, proof of residency, and sign a form before Ace Towing will tow the vehicle that is in violation. Cost to the owner of the vehicle is $100 if the vehicle is picked up within 24 hours. Storage fees are an additional $25 per day. If the owner appears while his car is being towed, there is a $50 drop fee to be paid immediately to Ace Towing to prevent having the vehicle towed. The Board would warn homeowners against using this as a first resort. Folks do not respond kindly to having their vehicle towed and towing unknowing guest vehicles will greatly damage our community's

public image as a friendly community. Homeowners are responsible for notifying their guests as to where to park.

- Parking spaces marked "Guest" or "Pool" are reserved for these purposes exclusively. Violations of this policy should be reported immediately to the property manager.
- Motorcycles are treated the same as an automobile.
- The speed limit in Whitehall is 20 miles per hour.
- Pulling onto or driving on the unpaved areas of the grounds will result in the homeowner being charged for repair to these areas if damage results from this action. Parking in non-paved areas is not allowed.
- No vehicle repair or maintenance which require the use of fluids or liquids, such as motor oil or transmission fluid, are to be made in the parking lots or anywhere on the grounds. The repair of the property from such fluids will be made and charged to the homeowner responsible for the vehicle.
- Unlicensed vehicles, vehicles considered not "road worthy" (e.g., inoperable, flat tire(s)) must be removed from the property immediately and should be reported to the management company.
- Storage containers or storage of items of any kind and for any duration are not allowed in any parking, common or reserved area.

Parking of the following is prohibited in Whitehall:

- Boats
- Trailers
- Motor homes
- Campers
- Camper tops
- Commercial vehicles with obvious logos or advertising displays
- Go carts
- Trucks with more than two axles

Violation of this provision will result in removal of the vehicle at the owner's expense.

- A homeowner with a handicapped tag may make a request to the Board for a special parking assignment. The request must be submitted to the property manager in writing.
- Homeowners, who wish to park a temporary storage unit on site (POD), must seek prior board approval by making a request in writing through the management company. The request must include the reason the unit is needed and estimated length of time to be needed.

Bicycles, Skateboards, Motorbikes:

Homeowners and their guests may use bicycles, skateboards and other non-motorized recreational vehicles within Whitehall. Due diligence, care, caution, and consideration for pedestrians and motor vehicles should be exercised during operation. Unattended bicycles and skateboards should be stored out of view.

Refuse Pick-Up:

All homeowners must have receptacles for garbage. Garbage receptacles should have your unit number on the container and are to be placed out of sight to other homeowners. All garbage, recycling, and yard debris will be picked up from Whitehall on each Wednesday.
Garbage receptacles are to be placed curbside no earlier than the evening before pick-up and returned to their proper location no later than midnight on the day of pick-up. Garbage bags not placed in receptacles are not to be placed curbside until the morning of pick-up. Do not place trash curbside during holiday periods or when there is no city pick-up; consult the City of Raleigh, 831-6890 for the reassigned pick-up dates. All trash that is placed at curbside must be in tightly secured trash bags or boxes. In the event that garbage is left at the curbside which the city will not remove, the homeowner must dispose of promptly.

Pets:

- Dogs, cats and other domestic pets are allowed, provided they shall not disturb or annoy homeowners or guests.
- Any inconvenience, damage, excrement or unpleasantness caused by any pet shall be the sole responsibility of its owner. Owners are liable for any damage or injury caused by their pets.
- All dogs and cats shall be kept under the direct control of their owners at all times and shall not be allowed to run free or otherwise interfere with the comfort and convenience of any homeowner or their guests.
- The City of Raleigh leash law must be adhered to.
- All pet accessories such as dog beds, bowls, etc. must be stored at rear of house and totally out of view to other homeowners.
- No household may have more than 2 dogs and 3 cats.
- No animals may be bred for sale or any illegal purpose.
- The Board of Directors may require a homeowner to remove from the owner's unit and the Whitehall grounds any animal which in the opinion of the Board (1) has been subjected to abuse by its owner, or whose health and welfare is otherwise endangered by its owner; (2) presents a nuisance due to loud and persistent noise levels; (3) poses a threat to the health, safety or welfare of any resident.
- The homeowner must alert the Board if the homeowner is in possession of any animal designated as a "Dangerous or Nuisance Animal" by the Animal Control Unit of the City of Raleigh Police Department Unit; or a "Dangerous/Potentially Dangerous Dog" by Wake County Animal Control. The Board reserves the right to alert other residents to the presence of said animal.

Violation of these rules may result in homeowners being referred to Animal Control of the City of Raleigh (919-831- 6311) or of Wake County (919-212-7387).

Noise:

Being thoughtful of one's neighbors is especially important in a community such as Whitehall. Avoid loud noises from televisions, stereo equipment, musical instruments, annoying

pets and other disturbances at all times, especially between the hours of 11:00 pm and 8:00 am. If a member should be disturbed by a loud noise, he or she should first attempt to notify the disturbing party. If the disturbance is a recurring one, the member should notify the management firm.

Signs:

No signs allowed with the following exceptions:

- Real Estate within 6 feet of the seller's building
- Election signs to be displayed and then removed in accordance with Raleigh's Rules and Regulations.

Surveillance Cameras:

No surveillance device may be mounted or used on the exterior of a home except to monitor its own entrance for safety. No such cameras may be installed in common areas,

Yard Sales:

No yard sales will be permitted in Whitehall.

Hazards:

The discharge of firearms, fireworks or any other noisemaking or explosive devices is not permitted at any time on the grounds of the Whitehall community. Violations should be reported to the appropriate authorities.

Common Facilities:

Neither homeowners nor their guests may use common area water or electric facilities for any private purpose. The cost of repair of any damages to common grounds or facilities by a homeowner or tenant will be charged to the homeowner.

Children:

A responsible adult must exercise reasonable supervision of children at all times when playing on the common grounds or using the recreational facilities.

Assessments:

The operation of the Association requires a monthly assessment that is levied on the owners of each townhouse. The assessment is used for the care of the grounds, exterior maintenance of the homes, upkeep and operation of the recreational amenities, management services, area lighting, common area water service, and other expenses incurred by the Association. The Board sets the amount of the monthly assessment each year.

Delinquencies:

The collection of monthly and special assessments is critical to the continued, consistent operation of the Association. There is a $15.00 late fee charged for homeowner assessments not received by the 10th of the month. Returned check charges are $15.00 per check returned. Any homeowner delinquent after 90 days will be turned over to the Association attorney for collection and the homeowner will be responsible for all legal fees incurred to collect the delinquent dues. Delinquent homeowners lose their voting rights and recreational privileges. Article II, section B of the Covenants is cited for reference.

Leasing:

- Townhomes may be leased if done so in a manner that does not violate the zoning ordinances of the City of Raleigh code for residential R-6 zoning. This zoning restricts use of a residence to single families.
- Renting individual rooms or a portion of a residence as a utility apartment is not permitted, nor are more than two unrelated individuals permitted to reside in a unit.
- Leases for period of under 30 days are not permitted.
- Homeowners are required to furnish copies of the leases, names and phone numbers of all tenants to the property management company within 60 days of the Unit being occupied.
- With appropriate notice to management, the rights of a homeowner to use the recreational facilities may be transferred to the tenant.
- The homeowner is responsible for payment of the monthly assessment, maintenance and care of the unit and for the compliance with the rules of the Association by the tenants. Fines levied for rule violations are obligations of the homeowner.

Homeowner Disagreements:

It is not the responsibility of the Board or the management company to manage disputes between and among homeowners. The Board hopes that all, who live in the community, will respect the rights of their neighbors and the community. If a homeowner feels that he or she is being threatened, harassed or intimidated and is unable to settle the problem amicably, the Board encourages him or her to seek resolution through the proper civil authorities.

General Swimming Pool Rules:

Pool parking is located on the east side of the pool adjacent to the maintenance building. Parking is prohibited along Sentinel Drive or on grass or natural areas.
Entrance to the swimming pool requires an electronic key card. Keys are available from the management company for $25.00. No keys are issued to homeowners with delinquent dues.

Swimming is permitted between the hours of 6:00 am and 8:00 pm. There is no lifeguard on duty. Swim at your own risk. Diving is prohibited.

A parent or other responsible adult, 18 years or older, must accompany children under 16 years

of age at all times.

- Swimmers must shower each and every time before entering the pool.
- Wear appropriate swim attire in the pool. No cutoff jeans, etc.
- Stay off safety ropes and buoys.
- Do not run in the pool area; rough play is prohibited.
- Do not swim with open wounds, sores or skin infections.
- A posted "CLOSED" sign means no one is allowed in the pool area.
- Glass containers are not permitted in pool area.
- Put trash in containers. Do not litter the pool area.
- Do not allow pets in the pool area.
- Conduct endangering the welfare of others is prohibited.
- Please refrain from using loud and obscene language in the pool area.
- Loud radios are not allowed and no electrical extension cords allowed.

One homeowner's family may bring up to four guests to the pool. Verbally clear with a board member more than four guests at one time. The homeowner must make the request and not the child of the homeowner. Members are responsible for the guest's actions at the pool.

The pool facilities enhance the Whitehall community. All residents should take pride and responsibility in enforcing these rules. Point out infractions to the offending party. The Board may take punitive action if deemed necessary.

Vandalism will not be tolerated. Report criminal activity immediately to the authorities.

Community Room Use

The Whitehall community room is for the exclusive use *any* resident wishing to reserve and use the community room. Resident(s) wanting to reserve the room need to do the following:

- Sign the Whitehall Community Room Use Agreement.
- Pay a $25 key deposit.

Enforcement:

Management and the Board of Directors enforce the Covenants and Policies of Whitehall. Homeowners may file a complaint with the management firm or a Board member. Complaints from homeowners must be signed. Unsigned complaints will not be acted upon. Management and the Board will maintain discretion and confidentiality in dealing with complaints from homeowners.

Management notes violations during the monthly property inspections and responds with a letter to the offender and a copy of the letter to the Board at the next Board meeting. The homeowner

has ten days from the Board meeting to comply with the rules.

If the homeowner does not comply with the written rules, policies, covenants and notice from management, the Board may charge up to $100 per incident. The fine will become an assessment levied against the property and collectable in the courts. The Board may elect to correct or remedy the violation at the homeowner's expense.

In order to protect property values, have proper fiscal management and enhance the desirability of living in Whitehall, the Board of Directors has adopted these Rules, Regulations and Policies. These Rules, Regulations and Policies apply to HOMEOWNERS, TENANTS and GUESTS, and it is the responsibility of the HOMEOWNER to inform each tenant or guest of these Rules, Regulations and Policies. Should there be an infraction by a tenant or guest, the owner will be assessed the penalty and/or cost of repair. The restrictions, which the members impose upon themselves, are for the mutual benefit of all. The cooperation and consideration of each member is required.

ADDENDUM I

Paint Colors

The following are approved door colors:

- Whitehall Burgundy
- Whitehall Medium Green
- Whitehall Dark Green
- Whitehall Crème
- Whitehall Black
- Whitehall Dark Brown
- Doors should be painted semi-gloss or gloss. Storm doors are to be the same color as the interior door.

The following are approved house colors:

- Smoked Pearl
- Green
- Light Gray
- Heritage Blue
- Light Brown
- Trim Color: Crème
- Gazebo Color: Crème

These paints are mixed exclusively for Whitehall by the Sherwin Williams located at 7201 Sandy Forks Road in Raleigh. They can be reached at 919-790-7777.

ADDENDUM II

Forms

- Outline Specifications for Requested Modifications to Exterior of Residence – Architectural Control
- Request for Maintenance Repair
- Whitehall Community Room Use Application and Agreement